

Program 610 (Activities) Program 620 (Athletics)

ALLOWABLE EXPENDITURES

Funds Must Be Used By the End Of The School Year. They Will Not Roll Over To The New School Year. They can be transferred from one program to the other. Questions regarding the use of monies in these two accounts should be directed to Bobbie Gonzales in Financial Services ext. 2-0114.

Program 610 (Activities) Money will be allocated to Account: 001.610.1000.6610.xxx.000.0000.00

610 Allowable Expenditures	610 NON-Allowable Expenditures
Agendas/Planners.	I.D. cards for students
Band/Chorus/Orchestra uniforms/vests (must remain school property not students). (opt code 478)	Band instruments, sheet music, license for music software (these are capital items).
Dues/Fees	Membership dues for staff.
Educational Academic Award (s) (Per the Principal's approval).	Awards – unless departmental academic award.
Embroidery.	Receptacles on the field. Resurfacing of gym floor (even if damage due to instruments from band)
Graduation rentals, i.e., tables and chairs.	Lights for graduation, should be coded to district utilities.
Graduation supplies, i.e. flowers, linens, diplomas, diploma covers, certificates.	Gowns/Robes for Teachers & Administration for graduation. Staff must purchase own robes like students.
Guest speakers for student groups.	Travel
Microphone/tripod for preparing announcements for before and after class and videotaping at different times.	Mascot Uniforms, national Honor Society Tassels, Prom admission for students who cannot afford to pay.
Parent newsletter if they have articles about co-curricular activities, Otherwise NO.	Subscriptions/Magazines
Programs for graduation, baccalaureate, and end of year events.	Tablecloths for school functions other than graduation
Salaries for choreographers and/accompanist.	Food, cash envelopes, P-Cards and golf cart repairs
Science Olympiad Coaches/Student Manuals	Class set of books (these are capital expenses)
Security/Police Officers for dances (except for ones associated with fundraising).	Security/Police Officers for fundraisers (should be covered by fundraising money). Security/Police Officers for open house (should be covered by school funds).
Security/Police Officers for graduation.	Rental of Police car from City of Mesa to act as a deterrent from midnight to 7am before graduation.
Spanish interpreter for graduation	
Supplies for clubs, i.e. poster board, markers, pens etc. NO PERSONAL ITEMS LIKE T-SHIRTS.	StuCo sweats/T-shirts (personal items/gifts)
Supplies for drama and/or musical productions or performances i.e., props, makeup, costumes, wood, etc.	Scripts/Plays/Royalties – These are a capital expense

Program 620 (Athletics) Money will be allocated to Account: 001.620.1000.6300.xxx.000.0000.00

****Each year a student activities requisition should be completed to AIA for the funding of REFPA. The requisition should be completed using the total amount in the 620 program****

Other suggested use of 620 monies:

620 Allowable Expenditures	620 NON-Allowable Expenditures
Banners	
Dues/Fees for competition	
Filming of games	
Repair vinyl on weightlifting benches	Resurfacing of gym floor
Salaries for extra coaches for athletics	
Security/Police Officers for athletic events	
Sod around track, shade tree for softball/baseball field	Receptacles on the field
Sports supplies that are not capital items	
Student Insurance	
Uniforms	Mascot Uniforms